

**STARTING/REORGANIZING
FAMILY READINESS GROUPS FRG**

As of: 4 Jan 10

UNIT: _____ **DATE:** _____

INDIVIDUALS PRESENT:

1. Contact Lead Volunteer and have him/her arrange a meeting time for the Cdr, All Core Group Leaders, and Program Assistant to conduct Training for Leadership positions
2. Charter
 - a. If there is no charter on file, initiate one
 - b. If there is a charter on file, ensure that the MPOCs/VPOCs/Cdr are still current
 - c. Original to Bismarck, and retain old charter
 - d. Initiate approval memo – original to unit – copies in binders
3. Have Commander discuss his/her intent for the FRG
Issue Commander "The Army Leaders' Desk Reference for Soldier/Family Readiness
4. Leadership Positions within the Group
 - a. Lead Volunteer (mandatory)
 - b. Alternate Volunteer (optional)
 - c. Secretary (optional)
 - d. Treasurer (mandatory)
 - e. Committees (optional)
5. Train Volunteers on their positions
6. Meetings
 - a. Emotional Support First/Educational Opportunities Second
 - b. FRG Ldr keeps FACs informed of meeting schedule
 - c. FACs attend meetings
7. Family Data Questionnaire
 - a. FRG Leader, Cdr, and MPOC work together to get questionnaire completed by Soldiers
 - b. State will devise and maintain Calling Trees (Peacetime and Deployment)
8. New Volunteer Paperwork (complete and forward to State Family Program Office)
9. Update:
 - a. Volunteer roster on FAC HQ shared file (Lead and Alt Lead Vol only)
 - b. FRG meeting schedule
 - c. E-mail distribution list
 - d. Send e-mail to all Family Program Staff to inform them of new volunteer(s)
 - e. Add names of previous volunteers to Awards List
 - f. Initiate award requirements to Linda
10. Issue to FRG Lead Volunteer:
 - a. FAC Map/mission statement
 - b. Calling Card – Issue to FRG Leader
 - c. "The Army FRG Leader's Handbook"
 - d. Operation Ready CD (if they have a computer)
 - e. "Mission Readiness" Booklet